

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	C1462
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### Agency Information

Department / Agency	St. Mary's County Department of Finance
Division / Unit	N/A
Mission Statement/Link to division/unit website	<a href="https://www.stmarysmd.com/finance/">https://www.stmarysmd.com/finance/</a>

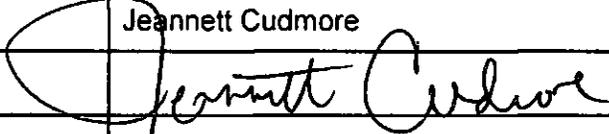
### Schedule Information

Supersedes Schedule(s)	C-1337, C-1339, C-1340
Amends Schedule(s)	N/A

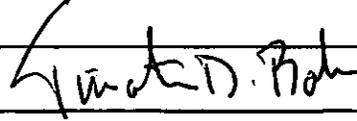
### Preparer Information

Name of Preparer	Robert Kelly
Title of Preparer	Chief Information Officer
Preparer Email Address	<a href="mailto:Bob.Kelly@stmarysmd.com">Bob.Kelly@stmarysmd.com</a>
Preparer Telephone Number	301-475-4200 *1013
Date	5/14/2019

### Agency Approval

Name of Agency Director	Jeannett Cudmore
Agency Director Signature	
Date	5/14/2019

### State Archivist Approval

State Archivist Signature	
Date	7-10-19

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1462 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title: General Files – St. Mary’s County Finance Department</b>	<b>Page 1 of 40</b>
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<b>Record Series Content</b>	General Files
<b>Record Series Function</b>	Subject files containing interoffice memos, print correspondence, and printed material related to the operation of County Government.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Pdf; loose paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 Gb 1 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	500Kb
<b>Current Location</b>	County File Servers; Department office
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2017 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	1
<b>Retention</b>	Retain for one (1) year, then screen and destroy with the following exceptions: Scan to MD State Archives Standards any material that serves to document the origin, development and accomplishments of the department or its divisions, and then destroy hard copy. Transfer digital copy to County Archives and State Archives after scanning is complete.
<b>Justification for Permanent Retention</b>	Selected files have historic value in documenting the origin, development and accomplishments of the department or its divisions.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1462</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Time and Attendance records – St. Mary’s County Finance Department</b>	<b>Page 2 of 40</b>
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<b>Record Series Content</b>	Time and Attendance records
<b>Record Series Function</b>	Time sheets/Leave slips filled out by County employees. Excludes comp time requests – these are included in the Retention Schedules of the Finance Department. Excludes comp time requests.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	.50 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.10 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2013 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	2
<b>Retention</b>	Retain five (5) years then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1462 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Travel/Training Forms – St. Mary’s County Finance Department</b>	<b>Page 3 of 40</b>
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<b>Record Series Content</b>	Travel\Training Forms
<b>Record Series Function</b>	Documentation on employees’ travel expenses or expenses for career training sessions.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	.50 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.10 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2013 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	3
<b>Retention</b>	Retain five (5) years then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <u>C1402</u> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Non-Executive Correspondence – St. Mary’s County Finance Department</b>	<b>Page 4 of 40</b>
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<b>Record Series Content</b>	Non-Executive Email
<b>Record Series Function</b>	Internal and external email correspondence sent and received during office operations. These are "non-executive" in that they contain day-to-day administrative functions and do not document executive-level decisions.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	PDF\E-Mail
<b>Volume (file drawers, gigabytes, etc.)</b>	90 Gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	9 Gb
<b>Current Location</b>	County File Servers
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	Present minus 39 months.
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	4
<b>Retention</b>	Department custody. Retain for thirty nine (39) months then destroy. Business related correspondence that is essential to a core function of another series should follow the retention period for that series.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1402 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Purchase Orders/ Requisitions (Non Contract) Finance/Procurement Division</b>	<b>Page 5 of 40</b>
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<b>Record Series Content</b>	<b>Purchase Orders/Requisitions (Non-Contract)</b>
<b>Record Series Function</b>	Purchase Orders, Requisitions, back up documentation, and update/posting reports.
<b>Organization/ Arrangement</b>	Requisition or Purchase Order number
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	2.0 Gb 2.0 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2.0 Gb 2.0 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	2000 forward
<b>Completeness /Gaps</b>	Not Known

<b>Schedule Item Number</b>	5
<b>Retention</b>	Scan to Maryland State Archives standards, destroy hardcopy, and retain images for 3 years after contract completion and then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1442</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Bids/Contracts-Master Contract File Holder Finance/Procurement Division</b>	<b>Page 6 of 40</b>
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<b>Record Series Content</b>	Supporting Records of all formal bid solicitations
<b>Record Series Function</b>	Records of all formal bid solicitations supporting documents, including: solicitations, notices of advertisements and amendments, evaluations, notices of intent and award, contracts, modifications, insurance requirements, purchase orders, bond requirements, and correspondence.
<b>Organization/ Arrangement</b>	Chronological/ Numerical – By Requisition Number
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	33 Gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	4-8 Gb
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State, Federal and Independent
<b>Date Span</b>	2000 forward
<b>Completeness /Gaps</b>	Not Known

<b>Schedule Item Number</b>	6
<b>Retention</b>	Scan to Maryland State Archives standards and retain for 7 years after contract completion or according to grantor requirements, whichever is longer, then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1402 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Employee Files Finance/Accounting Division</b>	<b>Page 7 of 40</b>
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<b>Record Series Content</b>	Employee Files-Central Payroll Office
<b>Record Series Function</b>	Includes withholding authorizations such as W-2, W-4 forms, levies and garnishments, health benefits, State taxes, voluntary savings bonds, deferred compensation-wages, position, and direct deposit information.
<b>Organization/ Arrangement</b>	Alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper and PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	20 Gb 20 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2.0Gb 2.0 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	1989 forward
<b>Completeness /Gaps</b>	Not Known

<b>Schedule Item Number</b>	7
<b>Retention</b>	Retain 9 years after employee termination date and then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <u>C1402</u> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Check Requests Finance/Accounting Division</b>	<b>Page 8 of 40</b>
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<b>Record Series Content</b>	<b>Check Requests</b>
<b>Record Series Function</b>	Includes Check Request Forms, worksheets and any additional backup information
<b>Organization/Arrangement</b>	Alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	20 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1.0 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	2000 forward
<b>Completeness /Gaps</b>	Not Known

<b>Schedule Item Number</b>	8
<b>Retention</b>	Retain for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	

<b>255 DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1462</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Payroll Processing Reports Finance/Accounting Division</b>	<b>Page 9 of 40</b>
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<b>Record Series Content</b>	<b>Payroll Processing Reports</b>
<b>Record Series Function</b>	Hours Entry Edit Lists, Deduction Registers and Reports, Direct Deposit Listing, Payroll EEO Reports, Payroll Pay Detail by Employee, Payroll Pay Detail by Account, Check Registers, Payroll Registers, Workers Compensation Worksheets.
<b>Organization/ Arrangement</b>	Alphabetical
<b>Indexing System</b>	Pay Period Cycle / Calendar Year
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	294 Gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	13 Gb
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	5 years previous to current year.
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	9
<b>Retention</b>	Retain electronic files for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1462 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Employer Federal &amp; State Reports - Finance/Accounting Division</b>	<b>Page 10 of 40</b>
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<b>Record Series Content</b>	<b>Employer Federal &amp; State Reports</b>
<b>Record Series Function</b>	Includes Federal Forms 941, 940, Census Reports, State withholding reconciliations, etc. May be monthly, quarterly, or annual reports.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper and PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	20 Gb 20 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 Gb 1 Drawer
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	9 years previous from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	10
<b>Retention</b>	Retain for 9 years, then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1462 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Employer Federal &amp; State Reports - Finance/Accounting Division</b>	<b>Page 11 of 40</b>
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<b>Record Series Content</b>	<b>Employer Federal &amp; State Reports</b>
<b>Record Series Function</b>	Includes Federal Forms 941, 940, Census Reports, State withholding reconciliations, etc. May be monthly, quarterly, or annual reports.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper and PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	20 Gigs 20 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 Gig 1 Drawer
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	9 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	11
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 8 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1402</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Journal Entries - Finance/Accounting Division</b>	<b>Page 12 of 40</b>
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<b>Record Series Content</b>	<b>Journal Entries</b>
<b>Record Series Function</b>	Includes reports, posting reports and back up documentation. May be generated by Payroll, Accounts Payable, Inventory, Fixed Assets, Procurement, Revenue Accounting, Taxes, etc.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	46 Gigs 46 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	4 Gigs 4 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	12
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 6 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <u>C1462</u> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Accounts Payable Ledgers/ Schedules/Vendor Files - Finance/Accounting Division</b>	<b>Page 13 of 40</b>
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<b>Record Series Content</b>	<b>Accounts Payable Ledgers/ Schedules/Vendor Files</b>
<b>Record Series Function</b>	Account payable vouchers, accounts payable for landlord/bond expenditures, voucher forms, invoices, and back-up information. Includes paid invoices, packing slips, check requests, receipts, and miscellaneous vendor correspondence and information.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	96 Gigs 96 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	8 Gigs 8 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	5 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	13
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 4 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <i>C1462</i> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Bank Statements\ Reconciliations Finance/Accounting Division</b>	<b>Page 14 of 40</b>
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<b>Record Series Content</b>	<b>Bank Statements &amp; Reconciliations - Central Finance Office &amp; Departments</b>
<b>Record Series Function</b>	All bank reconciliation reports and back-up documentation. May include information on imprest bank accounts, general accounts payable bank accounts, bond and /or escrow accounts, savings accounts, credit card statements or investments accounts. Cancelled Check Images and Check Registers.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	20 Gigs 20 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 Gigs 2 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	14
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 6 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1462  
 (To be completed by DGS/Records Management Division)

Records Series Title: **General Ledger Account Reconciliations - Finance/Accounting Division**

Page 15 of 40

Record Series Content	General Ledger Account Reconciliations
Record Series Function	Includes accumulative transaction reports, account balance reports, worksheets (paper or spreadsheet), and any additional relevant info.
Organization/Arrangement	<del>Numerical</del> Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	Paper & PDF
Volume (file drawers, gigabytes, etc.)	6 Gigs 6 Drawers per year.
Annual Accumulation (file drawers, gigabytes, etc.)	12 Gigs 12 Drawers
Current Location	Department of Finance
Audit Requirements	State & Federal
Date Span	7 years from current year
Completeness /Gaps	None Known

Schedule Item Number	15
Retention	Retain for 1 year, then transfer to County Archives, retain 6 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
Justification for Permanent Retention	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. **C1462**  
(To be completed by DGS/Records Management Division)

**Records Series Title: Forms 1099 & Related  
Reports -  
Finance/Accounting Division**

**Page 16 of 40**

<b>Record Series Content</b>	<b>Forms 1099 &amp; Related Reports</b>
<b>Record Series Function</b>	County Copies of Forms 1099-Misc, 1099-R, 1099-INT, and 1099-S which are sent to the IRS annually. Also includes printouts of 1099 vendor transactions for the year with summary totals and back up copy of transmittal tape.
<b>Organization/ Arrangement</b>	Alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	7.5 Gigs 7.5 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.75 Gigs .75 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	5 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	16
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 4 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1462 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Forms W-9, Request for Taxpayer - Finance/Accounting Division</b>	<b>Page 17 of 40</b>
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<b>Record Series Content</b>	<b>Forms W-9</b>
<b>Record Series Function</b>	Forms completed and returned to County by Vendors verifying taxpayer name, address and ID number. Used to maintain Vendor Master Files and to determine 1099 status.
<b>Organization/Arrangement</b>	Alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	10 Gigs 10 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 Drawers .50 Drawers
<b>Current Location</b>	Finance Department
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	5 years from current year
<b>Completeness /Gaps</b>	Not Known

<b>Schedule Item Number</b>	17
<b>Retention</b>	Retain for 5 years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. **C1462**  
(To be completed by DGS/Records Management Division)

<b>Records Series Title: Treasurer's Reports - Finance/Accounting Division</b>		<b>Page 18 of 40</b>
<b>Record Series Content</b>	<b>Treasurer's Reports</b>	
<b>Record Series Function</b>	The Daily Reports and supplemental information on Transactions processed through the Treasurer's office but kept in Central Finance Office. These may include Cashier's Reports, (edits and postings), check remittances, transmittal forms, copies of permits and Accounts Receivable Billing remittances.	
<b>Organization/ Arrangement</b>	Chronological	
<b>Indexing System</b>	None	
<b>Restrictions (Law or Regulation Citation)</b>	None	
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF	
<b>Volume (file drawers, gigabytes, etc.)</b>	170 Gigs 170 Drawers	
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2.5 Gigs 2.5 File Drawers	
<b>Current Location</b>	Department of Finance	
<b>Audit Requirements</b>	State & Federal	
<b>Date Span</b>	5 years from current year	
<b>Completeness /Gaps</b>	None Known	
<b>Schedule Item Number</b>	18	
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 4 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.	
<b>Justification for Permanent Retention</b>		

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1462 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Daily Cash Transmittal Reports - Finance/Accounting Division</b>	<b>Page 19 of 40</b>
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<b>Record Series Content</b>	<b>Daily Cash Transmittal Reports</b>
<b>Record Series Function</b>	Daily reports of transactions of the Wicomico Shores Golf Course.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper and PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	17 Gigs 17 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	6 Gigs 6 File Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	Federal & State
<b>Date Span</b>	5 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	19
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 4 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1462 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Accounts Payable - Finance/Accounting Division</b>	<b>Page 20 of 40</b>
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<b>Record Series Content</b>	<b>Accounts Payable</b>
<b>Record Series Function</b>	Accounts payable vouchers, account payable for landlord/bond expenditures, voucher forms, invoices, and back-up information. Includes paid invoices, packing slips, check requests, receipts, miscellaneous vendor correspondence, and other information. Includes reports generated by Accounts Payable processing including: Summary Check and ACH Registers Detail Check and ACH Registrations, Batch Edit Lists, Post Vendor Void Check and/or ACH Reports and backup.
<b>Organization/Arrangement</b>	Alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	68 Gigs 68 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	16 Gigs 16 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	5 years from current year
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	20
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 4 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. C1442  
(To be completed by DGS/Records Management Division)

**Records Series Title: Accounts Receivable Billing Reports - Finance/Accounting Division** **Page 21 of 40**

<b>Record Series Content</b>	<b>Accounts Receivable Billing Reports</b>
<b>Record Series Function</b>	All documentation pertaining to Accounts Receivable back-up. Reports generated by the Accounts Receivable Billing process along with source documents as backup for transactions. May include: edit listings, copies of invoices, deferred connection agreements, worksheets, adjustments, customer aging reports, payment update reports, etc.
<b>Organization/Arrangement</b>	Numerical & Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	102 Gigs 102 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	6 Gigs 6 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	5 years from current year
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	21
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 4 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <i>C1462</i> <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title: General Ledger -  Finance/Accounting Division</b>	<b>Page 22 of 40</b>
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<b>Record Series Content</b>	<b>General Ledger</b>
<b>Record Series Function</b>	Reports generated by the General Ledger accounting system including Trial balance, General Ledger,(detail and summary), audit reports, year end closing reports, financial statements, subsidiary account year end listings, etc.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	20 Gigs 20 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 Gig 1 Drawer
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	22
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 6 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1462</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Audited Financial Statements - Finance/Accounting Division</b>	<b>Page 23 of 40</b>
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<b>Record Series Content</b>	<b>Audited Financial Statements</b>
<b>Record Series Function</b>	Annual Audited Financial Statements, Consolidated Annual Financial Report (CARF), Single audit and Management Letters.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	18.5 Gigs 18.5 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 Gigs .50 Drawer
<b>Current Location</b>	Department of Finance, Chesapeake Building
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	23
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 6 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <i>C1462</i> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Uniform Financial Report (UFR) - Finance/Accounting Division</b>	<b>Page 24 of 40</b>
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<b>Record Series Content</b>	<b>Uniform Financial Report (UFR)</b>
<b>Record Series Function</b>	Report prepared annual and submitted to State.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	8.5 Gigs 8.5 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 Gigs .50 Drawer
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	24
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 6 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1462 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Capital Asset Reports - Finance/Accounting Division</b>	<b>Page 25 of 40</b>
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<b>Record Series Content</b>	<b>Capital Asset Reports</b>
<b>Record Series Function</b>	Reports generated by Asset manager II Module, including edit lists, posting reports, asset lists, depreciation reports, disposal reports, queries, etc. Also included are Forms or other documentation for new Assets, disposal of assets, and transfers.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	17 Gigs 17 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 Gig 1 Drawer
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	State & Federal
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	25
<b>Retention</b>	Retain for 1 year, then transfer to County Archives, retain 6 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1402 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Bond Sale Offering Statement Finance/Administration</b>	<b>Page 26 of 40</b>
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<b>Record Series Content</b>	<b>Bond Sale Offering Statement</b>
<b>Record Series Function</b>	Official Statements for County bond projects including State Highway Bonds, General Obligation Bonds, and State Obligation Bonds.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	1.5 Gig 1.5 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 Gig .50 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	Independent
<b>Date Span</b>	2009 ~ current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	26
<b>Retention</b>	Permanent - Retain paper file in the department for 1 year after date of bond maturity, then scan according to MD State Archives Standards, destroy hardcopy, and transfer to State and County Archives.
<b>Justification for Permanent Retention</b>	Documentation supporting Bond Sale Request which becomes permanent financial impact to the County.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	Schedule No. <b>C1462</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Bond Sale Records &amp; Bond Expenditures Finance/Administration</b>	<b>Page 27 of 40</b>
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<b>Record Series Content</b>	<b>Bond Sale Records &amp; Bond Expenditures</b>
<b>Record Series Function</b>	Working papers for the preparation and distribution of bond and related expense documents and backup documentation.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	1.5 Gig 1.5 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 Gig .50 Drawer
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	2009 – Current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	27
<b>Retention</b>	Retain for 10 years from date of bond maturity, then destroy.
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. **C1462**  
(To be completed by DGS/Records Management Division)

**Records Series Title: Journal Entries for Bond & Debt Expenditure Wires Finance/Administration**

**Page 28 of 40**

<b>Record Series Content</b>	<b>Journal Entries for Bond &amp; Debt Expenditure Wires</b>
<b>Record Series Function</b>	Journal Entries for Bond and Debt Expenditure Wires and backup documentation.
<b>Organization/Arrangement</b>	Alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	1.5 Gig 1.5 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 Gig .50 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	28
<b>Retention</b>	Retain for 2 year, then transfer to County Archives, retain 5 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <i>C1462</i> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Fire &amp; Rescue Revolving Loan Fund Finance/Administration</b>	<b>Page 29 of 40</b>
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<b>Record Series Content</b>	<b>Fire &amp; Rescue Revolving Loan Fund</b>
<b>Record Series Function</b>	Fire & Rescue Revolving Loan Fund – Requests, loan and other related documentation.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	3 Gig 3 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 Gig 1 Drawer
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	29
<b>Retention</b>	Retain for 2 years, then transfer to County Archives, retain 5 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. C1402  
(To be completed by DGS/Records Management Division)

**Records Series Title: Budget Adjustments  
Finance/Administration**

**Page 30 of 40**

<b>Record Series Content</b>	<b>Budget Adjustments</b>
<b>Record Series Function</b>	Budget amendments, edit listings, and backup documentation.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Other - 100 Binder Books 1 Gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Other - 7 Binder Books 500 Mb
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	5 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	30
<b>Retention</b>	Retain for 3 years, then transfer to County Archives, retain 2 additional years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1462 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Budget Records – Annual Overall County Budget Finance/Administration</b>	<b>Page 31 of 40</b>
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<b>Record Series Content</b>	<b>Budget Records – Annual Overall County Budget</b>
<b>Record Series Function</b>	Commissioners of St. Mary's County recommended and adopted/approved budget books.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	50 Gigs 50 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	3 Gigs 3 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	
<b>Date Span</b>	5 years from current year
<b>Completeness /Gaps</b>	None.

<b>Schedule Item Number</b>	31
<b>Retention</b>	Permanent: Scan to Maryland State Archives standards. Retain in department for 3 years, then transfer paper and images to State and County Archives.
<b>Justification for Permanent Retention</b>	Approved Budget Books detail authorized expenses of tax payer dollars.

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. **C1462**  
(To be completed by DGS/Records Management Division)

**Records Series Title: Budget Records - Working Papers Finance/Administration**

**Page 32 of 40**

<b>Record Series Content</b>	<b>Budget Records - Working Papers</b>
<b>Record Series Function</b>	Budget Records – Including annual budget requests submitted by each County Department; annual County Budget Requests – overall County; staff recommended budgets and working papers for the preparation of budgets.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	50 Gigs 50 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	3 Gigs 3 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	32
<b>Retention</b>	Retain paper file in the department for 3 years, scan to Maryland State Archives standards, destroy hard copy, transfer images to County Archives, retain for 4 years, and then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <i>C1462</i> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Board of Education (BOE) Budgets Finance/Administration</b>	<b>Page 33 of 40</b>
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<b>Record Series Content</b>	<b>Board of Education (BOE) Budgets</b>
<b>Record Series Function</b>	BOE Budget books, Superintendent budget and adopted BOE budget.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	3 Gigs 3 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 Gigs .50 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	5 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	33
<b>Retention</b>	Retain paper file in the department for 3 years, scan to Maryland State Archives standards, destroy hard copy, transfer images to County Archives, retain for 2 years, and then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <i>C14602</i> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Capital Projects Finance/Administration</b>	<b>Page 34 of 40</b>
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<b>Record Series Content</b>	<b>Capital Projects</b>
<b>Record Series Function</b>	Capital Improvement Plan budget, project work papers, golf course documentation, grant documentation, bond/debt information and documentation, and Maryland Department of the Environment Water Quality loan and project documentation.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	10 Gigs 10 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 Gig 1 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	6 Years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	34
<b>Retention</b>	Retain paper file in the department for 1 year, scan to Maryland State Archives standards, destroy hard copy, transfer images to County Archives, retain for 5 years, and then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <u>  C1462  </u> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Contracts, Mortgages, Notes, and Leases Finance/Administration</b>	<b>Page 35 of 40</b>
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<b>Record Series Content</b>	<b>Contracts, Mortgages, Notes, and Leases</b>
<b>Record Series Function</b>	Files include Statements, Reimbursement Requests, copies of payable and titles, executed Agreement (including Exempt Financing Leases), Loan Documents, Certificate of Insurance, and other relevant correspondence and documentation.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	10 Gigs 10 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 Gigs 2 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	7 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	35
<b>Retention</b>	Retain in the department for 7 years after close of contract, mortgage, note and/or lease, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. C1462  
(To be completed by DGS/Records Management Division)

<b>Records Series Title: Grant Records Finance/Administration</b>		<b>Page 36 of 40</b>
<b>Record Series Content</b>	<b>Grant Records</b>	
<b>Record Series Function</b>	Grant Records – County Departments are the Master Keeper for grant files related to grants administered in the Department. Files are to include grant applications, grant acceptance documents, grant agreement documents, grant award documents, grant modification documents, grant reports, grant inventory listings, time sheets and backup data and documentation, and any other documents as required by grantor, along with sub-recipient agreements and related expense and monitoring reports. The Central Finance Office maintains a centralized grant file for audit purposes, but the applicable County Department is the Master Keeper of the grant files.	
<b>Organization/ Arrangement</b>	Chronological	
<b>Indexing System</b>	None	
<b>Restrictions (Law or Regulation Citation)</b>	None	
<b>Formats (paper, electronic, etc.)</b>	Paper & Electronic	
<b>Volume (file drawers, gigabytes, etc.)</b>	25 Gigs 25 Drawers	
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	6 Gigs 6 Drawers	
<b>Current Location</b>	Active grants and those in audit are in Department of Finance, Chesapeake Building, 2 <sup>nd</sup> Floor and 5 years in St. Mary's County Government Archives and Optiview..	
<b>Audit Requirements</b>	State, Federal, and Independent	
<b>Date Span</b>	1990 to current	
<b>Completeness /Gaps</b>	Not Known	
<b>Schedule Item Number</b>	36	
<b>Retention</b>	Retain in the department for 7 years after grant completion, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.	
<b>Justification for Permanent Retention</b>		

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <i>C1402</i> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Special Tax District Records Finance/Administration</b>	<b>Page 37 of 40</b>
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<b>Record Series Content</b>	<b>Special Tax District Records</b>
<b>Record Series Function</b>	All pertinent documentation on the Special Tax District.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper & PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	1.5 Gigs 1.5 Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 Gigs .50 Drawers
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	7 Years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	37
<b>Retention</b>	Retain in the department for 7 years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <i>C/462</i> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Time and Attendance - Comp Time Request Finance/Finance</b>	<b>Page 38 of 40</b>
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<b>Record Series Content</b>	<b>Time and Attendance - Comp Time Request</b>
<b>Record Series Function</b>	Files containing comp time requests.
<b>Organization/Arrangement</b>	Alphabetical Chronological
<b>Indexing System</b>	Chronological
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1.0 Gig 1.0 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 Gig .50 File Drawer
<b>Current Location</b>	Department of Finance
<b>Audit Requirements</b>	None
<b>Date Span</b>	9 years from current year
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	38
<b>Retention</b>	Retain in the department for 9 years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1402 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Fiscal Year Budgets Finance/Finance</b>	<b>Page 39 of 40</b>
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<b>Record Series Content</b>	<b>Fiscal Year Budgets</b>
<b>Record Series Function</b>	Budget revenue and expenditure files for department/division, tracking of expenses, invoices, purchase orders, check requests, budget transfer requests, etc.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Paper and Electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	6.0 Gigs 6.0 File Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2.0 Gigs 2.0 File Drawers
<b>Current Location</b>	Active files are in Department of Finance, Chesapeake Building, 2 <sup>nd</sup> Floor and other files in St. Mary's County Government Archives. Other – Located on St. Mary's County Department of Finance's Website.
<b>Audit Requirements</b>	Independent
<b>Date Span</b>	2002 to current
<b>Completeness /Gaps</b>	Not Known

<b>Schedule Item Number</b>	39
<b>Retention</b>	Retain in the department for 5 years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C/462 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Productivity Measurements Finance/Finance</b>	<b>Page 40 of 40</b>
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<b>Record Series Content</b>	<b>Productivity Measurements</b>
<b>Record Series Function</b>	Annual and cumulative records of statistics used to document productivity measurement as part of the annual budget process.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Electronic: Website/Intranet
<b>Volume (file drawers, gigabytes, etc.)</b>	100 Mb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 Mb
<b>Current Location</b>	Active files are in Department of Finance, Chesapeake Building, 2 <sup>nd</sup> Floor and other files in St. Mary's County Government Archives. Other – Located on St. Mary's County Department of Finance's Website.
<b>Audit Requirements</b>	Independent
<b>Date Span</b>	2013 to current
<b>Completeness /Gaps</b>	Not Known

<b>Schedule Item Number</b>	40
<b>Retention</b>	Retain in the department for 5 years, then destroy. If scanning, scan to Maryland State Archives standards, destroy hardcopy and retain images according to the above retention.
<b>Justification for Permanent Retention</b>	